

**State of Illinois  
Department of Central Management Services  
Bureau of Personnel  
Springfield, Illinois 62706**

**Supplementary Examination Announcement**

**OFFICE COORDINATOR - 30025**

\*Monthly Salary Range: \$2384 - \$3224

Option 1 - General	Option S1 - Spanish Speaking (General)
Option 2 - Typing	Option S2 - Spanish Speaking (Typing)
Option 3 - Dictation	Option S3 - Spanish Speaking (Dictation)
Option 4 - Computer Systems	Option S4 - Spanish Speaking (Comp. Sys.)
Option GE1 – German Speaking (General)	Option MC1-Manual Communication Skills (General)
Option GE2 – German Speaking (Typing)	Option MC2-Manual Communication Skills (Typing)
Option GE3 – German Speaking (Dictation)	Option MC3-Manual Communication Skills (Dictation)
Option GE4 – German Speaking (Comp. Sys.)	

Select options of your choice.

General duties: An Office Coordinator performs paraprofessional or technical secretarial and office support functions; paraprofessional or technical work is coordinative in nature and involves the application of advanced technical knowledge of a major software application program and/or high level clerical and low level professional work.

Desirable training and experience: Completion of two years of secretarial/business college, or completion of high school and two years of related office experience; or two years of independent business experience; or equivalent training and experience.

Knowledges tested: Office Practices and Procedures; Public Contact; Records Management; Lead Worker Techniques. Option 4 has same sections as listed above plus a section on Computer Systems.

(Continued on reverse side)

**EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)**

Examinations may be cancelled without further notice as needs are met.

**FLEXIBLE SCHEDULE TESTING:**

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

**BY APPOINTMENT ONLY:**

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

**AN EQUAL OPPORTUNITY EMPLOYER**

4-16-89, (\*RC-014-09) Salary 7-1-06, 5-1-98 (MC Options), TX 6-3-02, Counties Updated 4-19-06

Tests and Weights: Automated multiple-choice test 100%. The final examination grade will be based on the results of the automated multiple-choice test. However, for Options 2, 3, GE2, GE3, S2, S3, MC2 and MC3 the candidate must demonstrate ability to type from copy at a minimum net rate of 30 words per minute. Options 3, GE3, S3, and MC3 also require that the candidate demonstrate ability to take dictation at 80 words per minute.

**\*\*NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Equipment for Performance Tests: Typing and dictation tests are available in the Champaign, Chicago, Marion, Rockford and Springfield test centers. Candidates desiring to use stenotype machines for the dictation test are required to furnish their own stenotype machines.

Length of eligibility: One year.

Option MC1, MC2 and MC3 -- Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit this ability will result in disqualification for this option.

Options GE1, GE2, GE3 and GE4 -- German Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak German and English fluently. Failure to exhibit this ability will result in disqualification for these options.

Options S1, S2, S3 and S4 -- Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for these options.

Counties in which Option 1 positions are established: Champaign (SS), Cook (SS), DuPage (SS), Kane (SS), Knox, Lake, Madison, McLean, Peoria, St. Clair, Sangamon (GE) (SS), Stephenson, Will, Williamson, Winnebago.

Counties in which Option 2 positions are established: Adams, Alexander, Brown, Bureau, Carroll, Cass, Champaign (SS), Christian, Clay, Clinton, Coles, Cook (SS), Crawford, DeKalb, DeWitt, DuPage (SS), Edgar, Effingham, Fayette, Franklin, Fulton, Grundy, Hancock, Henry, Jackson, Jefferson, Jersey, JoDaviess, Johnson, Kane (SS), Kankakee, Kendall, Knox, Lake, La Salle, Lawrence, Lee, Livingston, Logan, Macon, Madison, Mason, Massac, McHenry, McLean, Montgomery, Morgan (MC), Peoria, Perry, Randolph, Rock Island, St. Clair, Saline, Sangamon (GE) (SS), Schuyler, Shelby, Stephenson, Tazewell, Union, Vermilion, White, Whiteside, Will, Williamson, Winnebago.

Counties in which Option 3 positions are established: Alexander, Brown, Champaign (SS), Christian, Clinton, Cook (SS), Fayette, Fulton, Jackson, Jefferson, Johnson, Kane (SS), Kankakee, Knox, Lee, Livingston, Logan, Madison, Montgomery, Morgan (MC), Peoria, Perry, Richland, Rock Island, St. Clair, Saline, Sangamon (GE) (SS), Union, Vermilion, Will, Williamson, Winnebago.

Counties in which Option 4 positions are established: Clinton, Coles, Cook (SS), Ford, Jackson, Lake, Livingston, Madison, Perry, Randolph, Sangamon (GE) (SS), Will.

(MC) Indicates Manual Communication Option is also established in that county.

(GE) Indicates German Speaking Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.